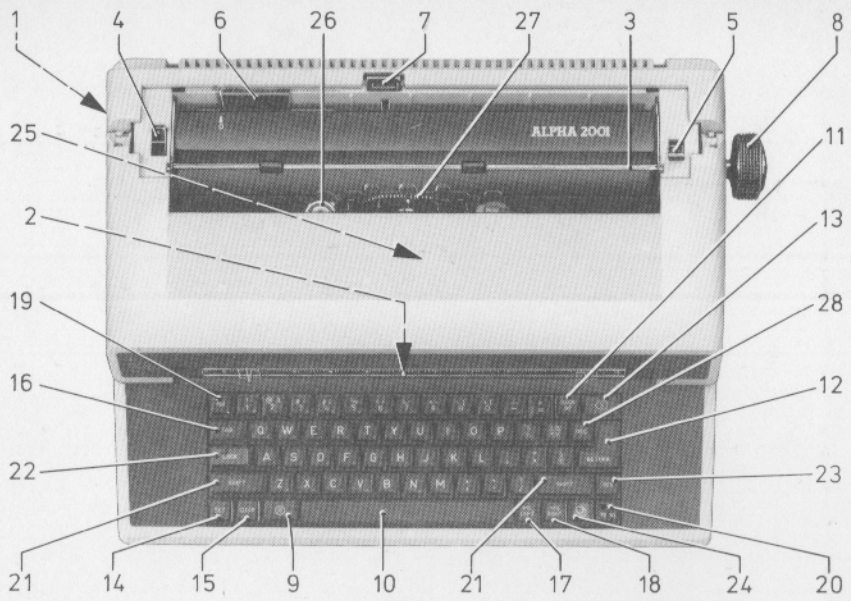
ROYAL BUSINESS MACHINES, INC.

Instruction Manual

ALPHA 2001



Operating Controls

1 On/Off switch
2 Type carrier position indicator
3 Paper holder
4 Paper release
5 Line spacing selector
6 Paper guide
7 Paper support with page-end indicator
8 Platen knob with variable
9 Repeat key
10 Space bar
11 Back space key
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13 Correction key
14 Tabulator set
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16 Tabulator key
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18 Right margin set key
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Prior to operation

Verify that the voltage, current and frequency of your electrical source correspond with the machine specifications on the plate attached to the rear of the machine.

Check first, then plug the machine into the wall socket

Putting the machine into operation

Actuate the On/Off switch (1).

Switching on:

The light on the position indicator (2) lights up, a signal (beep) is heard, the type carrier moves to the beginning of the line and then to position "10" (left standard margin), and the right margin is automatically set to position "75" (right standard margin). The paper guide (6) should be positioned at "0" on the paper deflector.

Switching off:

The light on the position indicator goes out; all variable left and right margin positions, as well as all tabulator stop positions, are cleared.

Paper Carrier controls

Paper holder (3)
with rollers. Lift up when inserting paper.

Paper Release (4)
for aligning the paper.

Line spacing selector (5)
with three positions (1, 1½ and 2 lines), plus an added position for platen detent release.

Paper guide (6)
Normal position is "0".

Maximum paper width
is 13.4 inches. This allows insertion of a 10" x 13" envelope widthwise.

Pitch selector key (20)

Pitch selector key with the ALPHA 2001, you have the choice of typing in either (1/10 inch) pitch (PICA) style type or (1/12 inch) pitch (ELITE) style type, space-saving typestyle. The pitch indication on the type wheel must correspond to the selected pitch for proper appearance.

When the machine is switched on, pitch is automatically set to PICA (10 pitch), which is preprogrammed. Actuating the pitch selector key (20) will select ELITE (12 pitch). An indicator lamp in the selector key will light to show that the standard pitch setting has been changed. Depressing the selector key again switches the machine back to the standard pitch and the indicator lamp goes out.

Shift keys (21) – Shift lock (22)

To shift from typing small to capital letter or from numbers to special characters (lower case/upper case), simply depress one of the shift keys (21). For continuous typing in upper case, depress the shift lock key (21). An indicator lamp in the shift lock key lights to indicate that the locked position is in use. Depressing either shift key restores lower case typing and the lamp goes out.

Back space key (11)

Actuating this key causes the type carrier to move one space backwards (to the left). For continuous backspacing, depress the key further down or follow by depressing the repeat key (9).

Correction key (13)

The correction key functions in two different ways, depending on where the correction to be made is located:

a) **Correction within the memory:**

The ALPHA 2001 contains a correction memory with a capacity of 20 characteres on the line currently being typed. If previously typed characters **on this line** are to be corrected, simply actuate the correction key once if only one character is to be corrected, or depress it further if serveral corrections are to be made (e. g. for one or more words). The carrier will move to the left and the character/characters can now be typed. The correction key will also repeat in conjunction with the repeat key (9). The back space key can be used to skip over one or more characters to reach the character to be corrected. If actuation of the correction key has no effect, it is an indication that the end of the 20 character memory has been reached. Any further corrections must be made using the procedure for corrections outside the memory.

b) **Correction outside the memory:**

If a correction outside the 20 character correction memory must be made, move the type carrier to the character to be corrected by using either the back space key or the space bar; now, first depress the correction key, then type the character to be corrected. The error will be removed and the correct character can now be typed.

Relocate key (23)

If, when correcting or underlining, the type carrier is moved from the last typing position to the left, on the same line, simply depress the relocate key to return the type carrier to its original position. If you are within a word, typing can now be continued. If, however, the carrier is positioned at the end of a word, the space bar should be actuated before continuing to type.

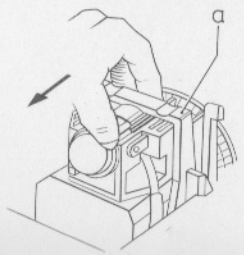
Type wheel

The type wheel contains all the characters, numbers and symbols which correspond to the keyboard of the machine. Each type wheel is marked to indicate the number of the type wheel group, the type style number and the corresponding type spacing (pitch). All type wheels in the ROYAL type wheel line can be used on your ALPHA 2001, making it possible to type in a number of different typestyles.

Additional character key (24)

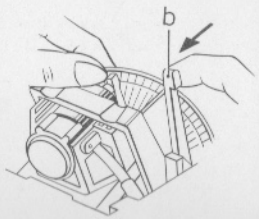
The type wheel has a total of 100 characters. Those characters which are not contained in the standard 92 characters keyboard, as indicated by the additional character symbols on certain number keys, can be typed by actuating the additional character key (24) (a lamp indicates actuation), and, at the same time, a shift key. Typing of standard characters is restored by unlocking the key (24) (lamp goes out,) and releasing the shift key.

Changing the type wheel



Important: Switch off the machine and remove the ribbon cassette.

Pull the black locking lever forward from its latched position to its forward limit (in direction of arrow). Pull the red lever (b) to release the type wheel from its drive shaft, then remove the type wheel. After checking that the type face is to the rear, position the new type wheel loosely on the drive shaft (c), carefully engaging the locating pin (d) into the type wheel hole (e). The type wheel can now be pressed onto the drive shaft until it locks into place (a definite click must be heard).



Paper support (7)

Pull support up and press to the rear slightly to lock into place (a click must be heard). After pulling out the center part, the paper support can also be used as a page-end indicator. When the support is unlocked, it automatically returns to its home position.

Platen knob (8) - Paper insertion

Lift up paper holder (3). Insert paper into the paper opening, then slightly push in on the paper while turning the platen knob to bring the paper to the desired position.
Pulling outward on the platen knob allows its use as a variable to permit lining up of forms with pre-printed lines.

Keyboard

The keyboard consists of 46 typing keys which provide 92 characters, plus 8 additional special characters, and the function keys. All typing keys will repeat when used in conjunction with the repeat key (9). The repeat key can also be used with the space bar, back space and correction key, as well as with tabulation to bypass set tab stop positions. In addition, use of the repeat key after actuating the carrier return will provide repeat line spacing at the left margin. The last typed character or function will be repeated as long as the repeat key is held depressed.

The space bar, back space, carrier return and correction keys can also be made to repeat by applying additional pressure and holding down the key.

SET **Tab set (14) - Tab clear (15)**

To set or clear a tabulator stop, move the carrier to the required position and depress the corresponding key.

CLEAR To completely clear all set tabulator stops, simultaneously depress the repeat key (9) and the clear key (15).
Up to 5 tabulator stops may be set at various positions.

TAB **Tabulator key (16)**

Moves the type carrier forward (to the right) to the next set stop and, after passing the last stop, to the end of the line.

DEC **DEC tabulator key (28)**

The type carrier at first moves to the right to the next tab stop. From that point it moves in a non-print mode to the left according to the digits of the figure. The print-out is actuated by the point-key. The digits after the point are typed as usual.
Bypassing tabulator stops:
Depress the tabulator key (16) and then the repeat key (9). Release the repeat key just before reaching the desired stop.

Margin stops

For the most commonly used paper size (8½ x 11 inches), the machine is provided with the following pre-programmed standard margin settings:

Pitch selection	Left margin stop	Right margin stop
"10" (Pica)	10	75
"12" (Elite)	12	90

Right margin at the end an audible tone is heard 8 spaces before margin setting.

MS LEFT **Left margin key (17)**

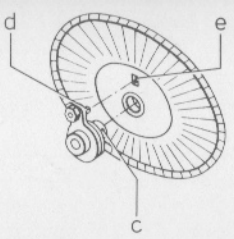
a) To set the margin stop to the right of the standard margin, use the space bar to move the type carrier to the desired position and actuate the left margin key (17).

MR b) To set the margin stop to the left of the standard setting, depress the margin release key (19) and use the backspace key (11) to move the carrier to the desired position, then depress the left margin key (17).

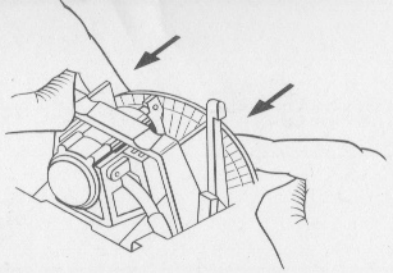
In either case, the standard margin setting is replaced by the new setting as long as the machine is not switched off.

MS RIGHT **Right margin key (18)**

If the right margin is to be an end stop, the right margin key (18) must be actuated after moving the carrier to the desired position. Eight spaces before reaching the right margin, a signal (beep) will be heard (this is also true for the standard right margin). The right margin is automatically cleared when the machine is switched off.

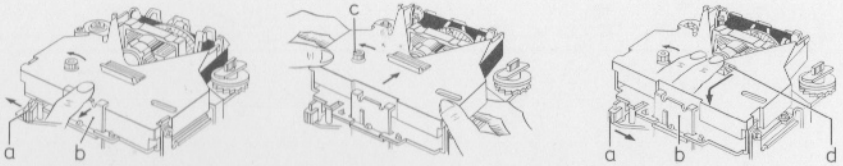


Push the black locking lever (a) to the rear and press until it locks into place.



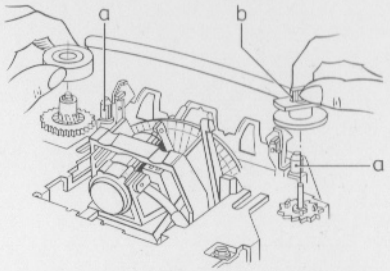
Changing the ribbon cassette

Important: Switch off the machine.



Move the yellow ribbon transport lever (a) to the left and then pull the red cassette latch (b) forward. The cassette lock is dis-engaged and the cassette will automatically pop up so that it can be removed. Prior to installing a new cassette, tighten the ribbon by turning the spool knob (c), then insert the ribbon into the ribbon fork. Now, place the cassette loosely onto the type carrier and press on the grooved surface (d) in the direction of the arrows, both to the rear and, at the same time, downwards, until the red cassette latch (b) locks into place (a click must be heard). After locking the cassette, re-tighten the ribbon and move the yellow tape transport lever (a) back to the right.

Changing the correction tape



Important: Switch off the machine, remove the ribbon cassette, and tilt the type wheel up.
Remove both spools of the old correction tape by pulling gently upwards. Wind a small amount of the new correction tape onto its right spool, tighten it, and then position the tape behind its guide pins (a). Install the left spool, then the right, and re-tighten the tape by turning take-up spool knob (b).
The type wheel can now be returned to its operating position and the ribbon cassette can be re-installed.

Useful informations and specifications

Maximum paper width:	13.4 inches
Typing Line:	10 pitch (1/10 inch) = Pica pitch = 108 characters 12 pitch (1/12 inch) = Elite pitch = 129 characters
Basic line spacing:	1/6 inch or 6 lines per inch
Ribbons:	the following ribbons, which can be identified by the color of their spool knob, are available: CARBON-C: Yellow knob; correctable carbon ribbon SCANOPTIK: Blue knob; multi-carbon ribbon **Note:** for stencil typing, the ribbon should be removed.
Correction tapes:	"Lift-Off" (yellow knob) for CARBON-C ribbons "Cover-up" (blue knob) for multi-carbon ribbons

To insure your satisfaction and the continued perfect operation of your machine, we recommend that you use only our original supplies and accessories.

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ROYAL BUSINESS MACHINES, INC.
Consumer Products

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